

JOB OPPORTUNITY
Office of Policy and Management
Connecticut Careers Trainee with a target class of Planning Analyst
Criminal Justice Policy and Planning Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 108419 (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: \$43,353 with a Bachelor's degree
\$44,920 with a Master's degree

Closing Date: Must be received in this office by close of business (5:00 p.m.) May 29, 2014

The Office of Policy and Management seeks to fill a vacancy in the Criminal Justice Policy and Planning Division, Policy Research and Evaluation Unit. The intent is to hire a Connecticut Careers Trainee and promote to the target class of Planning Analyst after successful completion of a prescribed training program.

Duties:

- Plan and develop new programs in alignment with the evolving needs of the criminal justice system in the State of Connecticut.
- Monitor and modify existing plans and programs within criminal justice agencies in the state. OPM is currently involved in studies to monitor or modify:
 - longitudinal prisoner recidivism rates in Connecticut
 - the efficacy of Methadone maintenance programs in Connecticut prisons
 - the utilization of community supervision capacity
 - predictive models used to plan for future capacity needs in the state's prisons, and in parole and halfway house programs.
- Collect and analyze operational data from various criminal justice agencies.
- Maintain liaisons with officials and staff at state criminal justice agencies, the non-profit community, victim advocacy groups, and academic and external research organizations.
- Provide presentations to state criminal justice agencies and the public concerning broad criminal justice issues and specific program related issues.
- Develop procedures for criminal justice programs based on evidence-based assessment and evaluation techniques in consultations with partner agencies involved in criminal justice issues.
- Assist in the analysis and evaluation of grant applications and requests for proposals in coordination with the Grant Unit at OPM's Criminal Justice Policy and Planning Division. Offer advice and provide direction on the types of information, and the specific metrics, that the grantee will be required to collect and submit under the terms of each contract.

- Conduct special studies and participate in the preparation of on-going reports including annual studies of recidivism, annual statewide prison population forecasts, and monthly reports, including the Monthly Indicators Report that tracks several dozen operational indicators across the state's criminal justice agencies.

Knowledge, Skills and Abilities: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Eligibility Requirements:

Possession of a Bachelor's or Master's degree at the time of the job offer. The Master's degree must be in planning, public administration or a closely related field.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf; and (4) **copy** of educational transcript (please note that the copy of your educational transcript must be submitted with your application and will not be accepted separately). **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application to:

**Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
Attn: Uma Arun**

Tel: 860-418-6324

NOTE: Applications submitted by e-mail or facsimile will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.